

DODGE COUNTY EXECUTIVE COMMITTEE

July 5, 2016, 8:30 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:30 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Kottke, Maly, Marsik, Miller, and Schmidt.

Members absent: None.

Others present: County Administrator Jim Mielke; County Clerk Karen Gibson; Deputy County Clerk Christine Kjornes; Emergency Management Director Amy Nehls; Corporation Counsel John Corey; Information Technology Director Ruth Otto; County Board Supervisor Jeffrey Caine; Mid-Wisconsin Federated Library Interim System Director Michael Gelhausen; Horicon Public Library Director Alex Harvancik; Daily Citizen Reporter Terri Pederson; and WBEV Radio Station Reporter John Muir.

Motion by Miller, seconded by Marsik to approve the Agenda and allow the Chairperson to go out of order as needed to efficiently conduct the meeting. Motion carried.

Motion by Schmidt, seconded by Maly to approve the June 6, 2016, minutes as presented. Motion carried.

Supervisor Maly asked County Clerk Karen Gibson if Dodge County has been affected by the state mandated process of tracking absentee ballots. Ms. Gibson reported that the County has not been affected, but the municipalities have. Ms. Gibson further reported that it is now a state requirement that absentee ballots need to be tracked in WisVote, and the information that needs to be recorded is the date the absentee ballot was requested, the date the absentee ballot was mailed to the voter, the date the absentee ballot was received from the voter, and then after election day, it must be recorded if the absentee ballot was counted. Ms. Gibson reported that each municipality that relies on Dodge County for WisVote services has signed a Memorandum of Understanding (MOU) Relating to the WisVote system, and the MOU states that if the tracking of absentee ballots was ever required, the municipality would be responsible for the tracking. Therefore, the tracking of absentee ballots is a municipal issue, and not a Dodge County issue.

Information Technology Director Ruth Otto provided an oral report to the Committee regarding her attendance and the attendance of two members of the Dodge County Information Technology Department at the 2016 EMC World Conference that was held in Las Vegas, Nevada, on May 2-6, 2016. Ms. Otto reported that EMC is the data storage provider for Dodge County. Ms. Otto thanked the Committee for allowing her and two members of the Dodge County Information Technology Department to attend this Conference because it was very beneficial.

County Clerk Karen Gibson reviewed agenda items for the Tuesday, July 19, 2016, County Board meeting. Ms. Gibson reported that the agenda will include a presentation by an associate of Johnson Block and Company, Inc., Resolutions from the Executive Committee, the Human Resources and Labor Negotiations Committee, the Human Services and Health Board, the Land Information Committee, the Law Enforcement Committee, and the Planning, Development, and Parks Committee. Ms. Gibson further reported that the agenda will include Claims for Damages submitted by the Executive Committee and a bill from the Audit Committee regarding a Claim for Damage to Animals.

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Ms. Gibson provided a brief oral report to the Committee regarding the Claim for Damage to Animals from Rick Abendroth. Ms. Gibson reported that Assistant Corporation Counsel Kathilynne A. Grotelueschen provided a memo to the Audit Committee regarding the Claim for Damage to Animals and, after the Audit Committee reviewed the memo at its June 30, 2016, meeting, the Audit Committee recommended disallowance of the Claim for Damage to Animals.

Ms. Gibson provided a brief oral update to the Committee regarding the Wisconsin Counties Association Annual Conference to be held in Milwaukee, Wisconsin, on September 25-27, 2016. Ms. Gibson reported she will complete the registrations online, and she requested that the completed registration forms and checks for spouse/guest registration be given to her by August 1, 2016.

Ms. Gibson provided an oral update to the Committee regarding the Roll Call Pro Voting System.

County Administrator Jim Mielke provided an oral report to the Committee regarding the Resolution to support the merger of the Mid-Wisconsin Federated Library System with the Eastern Shores Library System. Mr. Mielke introduced to the Committee the Mid-Wisconsin Federated Library System Director Michael Gelhausen and the Horicon Public Library Director Alex Harvancik. Mr. Mielke reported that the Resolution to approve the merger of the Mid-Wisconsin Federated Library System with the Eastern Shores Library System will be reviewed today by the Executive Committee, presented to the County Board at its July 19, 2016, meeting, and Dodge County will be the first of the four counties to vote on this proposed merger. Mr. Mielke further reported that the effective date for the merger will be January 1, 2017. Supervisor Miller stated that she supports this merger. Mr. Gelhausen reported that in the past three years, the public library systems have seen reductions in state funding, and expenses have continued to increase, but with this merger of the two library systems, the number of libraries in the consortium will increase from 17 to 33, and this will greatly improve services. Mr. Gelhausen further reported that an implementation board will be created and this implementation board will include members of each system board. Motion by Miller, seconded by Maly to approve and forward to the County Board for consideration at its July 19, 2016, meeting, a Resolution to support the merger of the Mid-Wisconsin Federated Library System with the Eastern Shores Library System. Motion carried.

Mr. Mielke provided a brief oral update to the Committee regarding County projects. Mr. Mielke reported that bids for the Dodge County Detention Facility pipe removal and replacement project will be due on September 1, 2016.

The Committee considered and discussed three Claims for Damages submitted by Don L. Selje, and two Claims for Damages submitted by Dan and Vicki Kemmerling. These claims involve five separate motor vehicles. Each of the claimants alleged that he or she was the operator of a motor vehicle that was being operated on CTH G when oncoming traffic caused loose stone chips from the road to fly up and collide with the windshield of the vehicle that the claimant was operating, thereby causing damage to the windshield. Mr. Mielke informed the Committee that Wisconsin Municipal Mutual Insurance Company has recommended denial of the claims. Motion by Marsik, seconded by Frohling to recommend to the County Board that it disallow the three Claims for Damages submitted by Don L. Selje, and two Claims for Damages submitted by Dan and Vicki Kemmerling. Motion carried.

Mr. Mielke provided an oral update to the Committee on the 2017 Budget. Mr. Mielke reported to the Committee that Carlson Dettman Consulting, LLC will provide a presentation on the Dodge County

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Compensation Plan and its recommendations at the Human Resources and Labor Negotiations Committee meeting that is scheduled for July 19, 2016. Mr. Mielke further reported that the Carlson Dettman Consulting, LLC recommendations could have an impact on the 2017 budget. Mr. Mielke further reported that the initial draft of the Five (5) year Capital Improvement Plan will be reviewed at the Finance Committee meeting that is scheduled for July 12, 2016.

Emergency Management Director Amy Nehls reported that she has nothing to report on the Dane County Radio Frequency Agreement.

Ms. Nehls reported to the Committee that the City of Beaver Dam Police Department had some radio failures within the last month, and Emergency Management has loaned them old equipment no longer in use by Dodge County until the police department purchases and installs new radios.

Ms. Nehls provided a brief oral update to the Committee regarding the COOP exercise. Ms. Nehls reported that the COOP Exercise was held on June 20, 2016, it began with a Code Red being sent out the day of the exercise, and a findings report will be provided at a later date. Ms. Nehls further reported that overall it was a positive experience, and the Information Technology staff did a great job in preparing for this exercise. Ms. Nehls further reported that it will be necessary to purchase a back-up generator for the Mayville Highway Shop, and that a back-up data solution will be included in the 2018 Budget.

Corporation Counsel John Corey provided a brief oral update to the Committee regarding his review of contracts for various departments. Mr. Corey reported that he recently reviewed a proposed MetaStar Participation Agreement, a proposed MetaStar Service Agreement, and a proposed MetaStar Business Associate Agreement. Mr. Corey further reported that these proposed Agreements are related to the current, ongoing implementation of a computerized billing system at the Dodge County Human Services and Health Department.

Mr. Corey provided the Committee with a document entitled *Disallowance of Claims Made Against Dodge County By The Dodge County Board of Supervisors*. Mr. Corey reviewed the Main Points set forth in the document, and reviewed a letter that he sent to a claimant that notified the claimant that the Dodge County Board of Supervisors formally disallowed the claim, and that notified the claimant that pursuant to Section 893.80, of the *Wisconsin Statutes*, no suit can be brought by the claimant against Dodge County arising out of the incident that the claimant alleged in the claim, more than six months after the date the claimant receives the letter.

Mr. Mielke reported to the Committee that there has been no formal offer by the Juneau Community Redevelopment Authority regarding their interest to purchase county-owned land within the City of Juneau. Mr. Mielke will include this item on future Executive Committee agendas.

Mr. Mielke reported to the Committee that he has nothing to report on the County Sales Tax Municipal Sharing Proposal.

Chairman Kottke provided a brief oral update to the Committee regarding the UW-Extension Reorganizational Plan. Mr. Kottke reported to the Committee that there will be a special Intercounty Coordinating Committee meeting to be held on July 27, 2016, at 9:00 a.m., in the Administration Building, in which the current status of the Reorganizational Plan will be presented by Rick Klemme,

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Dean and Director of Cooperative Extension, University of Wisconsin-Extension, and two representatives from the University of Wisconsin-Extension system. Mr. Kottke requested that individuals who would like to attend the meeting, notify him so that suitable meeting room arrangements can be timely made to accommodate all persons who will attend. Mr. Kottke further reported that the first phase of the Reorganizational Plan needs to be completed by the middle of September of 2016.

Mr. Mielke provide a brief oral update to the Committee regarding the Glacial Heritage Development Partnership (GHDP). Mr. Mielke reported that the search for a replacement Executive Director has begun, and he has been asked to participate in the first round of the interview process that will be held on July 18, 2016.

Supervisor Berres asked if Dodge County will implement a practice that would notify a municipality after the Dodge County Board of Supervisors has disallowed a claim for damage to animals. Mr. Kottke stated that he will discuss this matter at the upcoming meeting of the Dodge County Unit of the Wisconsin Towns Association.

It was the consensus of the Executive Committee to direct Mr. Corey to provide a copy of the document entitled *Disallowance of Claims Made Against Dodge County by the Dodge County Board of Supervisors* to all members of the Dodge County Board of Supervisors at the meeting of the Dodge County Board of Supervisors scheduled for July 19, 2016.

Meeting adjourned at 9:43 a.m. by the order of the Chairman.

The next regular meeting is scheduled for **Monday, August 1, 2016 at 8:30 a.m.**

Jeff Berres, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.



Resolution No. 32 (2016)
RESOLUTION TO SUPPORT "JUST FIX IT" FOR
STATEWIDE ROAD MAINTENANCE

RECEIVED
IN THE OFFICE OF
COUNTY CLERK
JUL 14 2016
DODGE COUNTY, WIS.

1 WHEREAS, local government in Wisconsin is responsible for about 90% of the road
2 miles in the state; and

3
4 WHEREAS, Wisconsin's diverse economy is dependent upon county and town roads as
5 well as city and village streets and transit systems across the state; and

6
7 WHEREAS, according to "Filling Potholes: A New Look at Funding Local
8 Transportation in Wisconsin," commissioned by the Local Government Institute of Wisconsin
9 (LGI) the condition of Wisconsin's highways is now in the bottom third of the country; and

10
11 WHEREAS, state funding for local roads in Wisconsin has failed to keep up with costs
12 over the past several decades which has adversely affected local transportation finances.
13 According to "Filling Potholes," municipal transportation spending has declined from \$275 per
14 capita in 2000 to \$227 in 2012; and

15
16 WHEREAS, Mass Transit Operating Aids and County Elderly and Disabled
17 Transportation assistance programs are funded through the state gas tax and vehicle registration
18 user fee systems. These programs are critical to ensuring that transportation services are
19 delivered to vulnerable citizens. Proper funding for these programs helps ensure that all citizens
20 have an opportunity to access the workplace as well as the marketplace; and

21
22 WHEREAS, levy limits do not allow local governments to make up for the deterioration
23 of state funding; and

24
25 WHEREAS, Wisconsin's over-reliance on borrowing eats away at the state's segregated
26 funding sources - the state gas tax and vehicle registration fees - which increasingly pay debt
27 service rather than fund transportation needs; and

28
29 WHEREAS, safety is a primary concern and responsibility of local governments across
30 Wisconsin. Unfortunately, according to TRIP, a national non-profit transportation research
31 group, Wisconsin had 347 non-interstate, rural road fatalities in 2013; and

32
33 WHEREAS, the St. Croix County Board of Supervisors recognizes that our state highway
34 and interstate system is the backbone of our surface transportation system and plays a vital role
35 in the economy of Wisconsin. Both local *and* state roads need to be properly maintained in order
36 for our economy to grow; and

37
38 WHEREAS, from a competitive standpoint Wisconsin motorists pay significantly less
39 than any of our neighbors when you combine the annual cost of the state gas tax and vehicle
40 registration fees; and

41

WHEREAS, the Transportation Finance and Policy Commission, appointed by the Governor and Legislature clearly found that if Wisconsin does not adjust its user fees, the condition of both our state and local roads will deteriorate significantly over the next decade.

NOW, THEREFORE, BE IT RESOLVED that the St. Croix County Board of Supervisors urges the Governor and Legislature to "Just Fix It" and to agree upon a sustainable solution: one that includes a responsible level of bonding and adjusts our user fees to adequately and sustainably fund all of Wisconsin's transportation system, including a targeted fund increase for local units of Government. Furthermore, the St. Croix County Board of Supervisors directs the Clerk to send a copy of this resolution to our State Legislators, Governor Scott Walker, Wisconsin Counties Association and the State of Wisconsin County Clerks.

Legal – Fiscal – Administrative Approvals:

Legal Note:

Fiscal Impact:

This resolution lays the foundation for a positive future financial impact for most Wisconsin units of government.


Scott L. Cox, Corporation Counsel 6/16/2016


Robert Mittet, Finance Director 6/16/2016


Patrick Thompson, County Administrator 6/17/2016

06/13/16

Adopted

06/13/16

Transportation Committee

APPROVED AS AMENDED

RESULT: APPROVED AS AMENDED [UNANIMOUS]

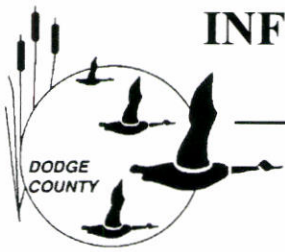
Next: 7/5/2016 5:00 PM

MOVER: Ryan S. Sicard, Supervisor

SECONDER: David Peterson, Supervisor

AYES: Sicard, Nelson, Ostness, Peterson, Peavey

Vote Confirmation.



INFORMATION TECHNOLOGY DEPARTMENT

Ruth M. Otto, Director

127 East Oak Street, Juneau, WI 53039 • (920) 383 – 3940

Date: July 22, 2016

To: Executive Committee

From: Ruth M. Otto, Information Technology Director *RMO*
Julie Kolp, Finance Director *JK*
Sarah Eske, Human Resources Director *SE*

Re: Request for out-of-state travel to attend Kronosworks conference

Kronosworks Conference

Presented by Kronos in Orlando, Florida

Four days / three nights of Kronos training. We will also be a part of a panel discussion on Dodge County's experience as a Public Sector customer on using Historical Edits with two other public sector customers.

The attendees will be:

Information Technology: Ruth M. Otto, Erin Roberts
Finance: Carrie Lagerman
Human Resources: Sarah Eske

Conference Costs:

Conference registration cost	\$0, Kronos is providing complimentary registrations for all 4 staff members who are attending the conference (value \$1,475 for each participant)	This will mean \$0 for all 4 attending
Hotel: Hyatt Regency Orlando	\$219 per night + taxes & fees, approx.. \$250 per night x 3 = \$750. Kronos is picking up the cost for one person.	IT: \$700 Finance: \$700 HR: \$700
Airfare: Southwest Airlines	\$271.96 + taxes, approx.. \$300.00. Kronos is picking up the cost for one person.	IT: \$300 Finance: \$300 HR: \$0
Transportation from Airport to Hotel and Hotel to Airport	\$20.00	\$20



Risk Management Office
7120 Clinton Rd
Loves Park, IL 61111

T: 815-654-5121
F: 214-446-6355
MS6231@ATT.COM

July 7, 2016

Dodge County Highway Department
127 E Oak
Juneau, WI 53039

RECEIVED
IN THE OFFICE OF
COUNTY CLERK

JUL 12 2016

DODGE COUNTY, WIS.

Our File No.: 25201607-50-0005

To Whom It May Concern:

We wish to advise you that on or about June 30th, 2016, at or near W6923 Highway B in Beaver Bam, Wisconsin, your employees while mowing in the right of way caused damage to a marked AT&T buried telephone cable.

As soon as our repair costs have been determined, our claim will be forwarded to you or your insurance company, whichever you prefer.

Please contact my office at 815-654-5121 as soon as possible if you dispute liability for this damage.

Sincerely,

Michael Steward
Sr. Risk Specialist



Claim for Damages

To:
DODGE, COUNTY OF
127 E OAK
COUNTY CLERK OFFICE
JUNEAU, WI 53039

Claim Number: AMER-25-201607-50-0005-WFB

Charges for Damages to:
WISCONSIN BELL INC., DBA AT&T- WISCONSIN

Occured/Discovered On or About: 06/30/2016

Approximate Location:
W6923 HWY B, BEAVER DAM TOWN, WI

How Damage Occured:
CUT 25 PAIR CABLE CUT BY LAWN MOWER CUTTING
DITCHES

Summary of Charges

The labor cost amount claimed includes direct costs and indirect costs, including but not limited to personnel, equipment, vehicles, administrative overheads, and an allocation of general corporate overhead.

LABOR COST	\$699.14
MATERIALS/UNIT COST ITEMS	\$57.43
TOTAL AMOUNT DUE:	\$756.57

RECEIVED
IN THE OFFICE OF
COUNTY CLERK

JUL 15 2016

DODGE COUNTY, WIS.

**Call before you dig
Call 811**

For Inquiries Call: 800-894-0374 or 800-363-3234 (FAX)

This payment is due upon receipt. If payment is not received within 30 days further collection action will be taken. IF A PAYMENT FOR LESS THAN THE FULL AMOUNT IS RECEIVED, IT WILL BE APPLIED AS A PARTIAL PAYMENT. **Please do not pay with telephone bill.**

If you are covered by insurance, please forward this to your carrier for payment. Once your claim has been established with your insurance company, please contact us at 800-894-0374 with your claim information, and we will work with your insurance company to resolve. AT&T accepts checks, money orders or credit card payments. We do not accept cash. Please complete the information below and return in the enclosed envelope or you may call 800-894-0374 to pay by phone.



TOTAL AMOUNT DUE: \$756.57

Amount enclosed: \$ _____

Return this section with payment in enclosed envelope.

Please write claim number on check or money order to ensure proper credit.

For credit card payment:

Credit Card number: _____

Name on Card: _____

Amount to be charged to your card: _____

Three digit security number on back of card: _____

Expiration Date: _____

Remit Payment to:

AT&T
RM 39-N-13
909 CHESTNUT ST
SAINT LOUIS MO 63101-2017



SUPERVISOR'S INVESTIGATION REPORT

ACCIDENT/INCIDENT – PROPERTY DAMAGE/LOSS

The unsafe acts of drivers and the unsafe conditions that cause accidents can be corrected only when they are known specifically. It is your responsibility to find them, name them, and to state the remedy for them in this report.

Department: Dodge County Highway Commission Report Date: 6/30/2016
Date of Accident/Incident: 6/30/2016 If applicable: Digger's Hotline contacted: ☐ Yes ☐ No
Time of Accident/Incident: 3:30 ☐ a.m. ☒ p.m. Digger's Hotline #: _____
Location of Accident/Incident: CTH B near W6923 Estimate Repair Cost \$ _____
County Vehicle #/Description: 294 Tractor Mower Job No.: _____
Driver Name: Ken Schmuhl Close Date: _____

1st Party Name: _____ License Plate # _____
2nd Party Name: _____ License Plate # _____
Sheriff Incident # _____ Police Notified ☐ yes ☒ no

NUMBER OF INJURED PERSONS AND EXTENT OF PROPERTY DAMAGE: **No one injured. Phone pedestal was hit and damaged.**

DESCRIPTION OF ACCIDENT (state in detail what occurred just before and at the time of the accident): **Ken was mowing the ditch on CTH B and hit a phone pedestal in the tall grass. Ken couldn't see the pedestal in the tall grass because it didn't have a marker attached. (Repair ticket # PJOQ6T18).**

UNSAFE CONDITIONS/ACT (describe unsafe conditions such as faulty brakes, lights, etc. and/or unsafe action of driver contributing to the accident): **No unsafe act. We have asked the phone companies to put markers on their pedestals so they can be seen in the tall grass but they decline to do so unless they are hit.**

REMEDY (as a supervisor, what action have you taken or do you propose taking to prevent a repeat accident): **While mowing be as careful and vigilant for hidden obstacles as possible.**

Ken Schmuhl 6-30-16
Employee Signature Date

[Signature] 6/30/16
Supervisor Signature Date

[Signature] 6-30-2016
Commissioner Signature Date

c: Employee File
Human Resources File

Mielke, James

From: Minnig, Nate
Sent: Monday, July 25, 2016 5:57 AM
To: Fett, Lori
Cc: Field, Brian; Mielke, James
Subject: RE: Mowing Claim - Ken Schmuhl Highway B - June 30th

Good Morning

The pedestal wasn't marked. It was right next to a power pole that had tall weeds and some vines growing on it helping conceal it. The pedestal wasn't visible prior to it being hit because of this issue. If you need anything else let me know.

Thanks,

Nate Minnig
Patrol Superintendent
Dodge County Highway Department
(920) 210-1761
nminnig@co.dodge.wi.us

From: Fett, Lori
Sent: Friday, July 22, 2016 1:25 PM
To: Minnig, Nate <nminnig@co.dodge.wi.us>
Cc: Field, Brian <bfield@co.dodge.wi.us>
Subject: FW: Mowing Claim - Ken Schmuhl Highway B - June 30th

Nate:

Please see the questions below regarding the incident on June 30th that WMMIC has.

Thank you,

Lori Fett
Office Manager
Dodge County Highway Commission
211 E Center Street
Juneau, WI
(920) 386-3652
Fax (920) 386-3525

From: Mielke, James
Sent: Friday, July 22, 2016 1:22 PM
To: Fett, Lori <LFett@co.dodge.wi.us>
Cc: Field, Brian <bfield@co.dodge.wi.us>
Subject: Mowing Claim - Ken Schmuhl Highway B - June 30th



Brenda Besteman
Senior Liability Claims Representative
Telephone: 608.245.6892
Facsimile: 608.852.8649
bbesteman@wmmic.com

James Mielke
Dodge County Administrator
Dodge County
127 E Oak St
Juneau, WI 53039

July 25, 2016

RE: AT&T v. Dodge County
Date of Loss: 6/30/2016
Claim #: 2016083998
Event #: 91806

Dear Mr. Mielke,

We received the above referenced claim on 7/18/2016. Following a review of the information and an investigation of the facts, it has been determined that Dodge County has no liability for this claim. Please have your Board issue a formal disallowance and provide a copy of this disallowance to WMMIC.

This claim will be closed on the date of receipt of the disallowance.

This document has been automatically attached to the event/claim record in Riskmaster for your reference.

Thank you for your assistance. Please contact me at 608-245-6892 if you have any questions.

Sincerely,

Brenda Besteman, AIC, ARM
Senior Liability Claims Representative

CC: file

